



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/14/2016	Employee Requisition Number FR-16285	JOB OPPORTUNITY	
Title/Position: DIRECTOR			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: SECRETARY OF COMMUNITY & HUMAN SERVICES	Location: Okmulgee	Location Code: 90	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Secretary of Community & Human Services, the Children and Family Services Director shall be responsible for directing, planning, and implementing all programs under Children and Family Services.
Principal Duties and Responsibilities:	<p>Supervise particular aspects of all cases; legal aspects</p> <p>Keep abreast of all caseload and particular caseload assignments; maintain professional caseload assignments and maintain professional sensitivity and confidentiality; standards of practice</p> <p>Make clear and detailed presentations in court and other public situations</p> <p>Maintain a good working knowledge of all programs under the CFSA and be able to make presentations or disseminate program information upon request</p> <p>Develop and administer all programs listed under Children and Family Services Administration</p> <p>Controlling and expanding funds under appropriate guidelines of each program to meet audit requirements and assure proper funding levels</p> <p>Write and submit proposals in order to fund Children and Family Services programs</p> <p>Write and submit required reports in a timely manner in order to renew present contracts</p> <p>Evaluate the performance of both the programs and employees for improvement and effectiveness</p>
Minimum Requirements:	Bachelors Degree in Social Work or related field; a minimum of three (3) years of experience in a specialized or related field; must be able to maintain confidentiality at all times; must exhibit good leadership skills in



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

	working with staff and client associated with CFSA programs; good oral and written skills
Preferred Requirements:	Master's Degree in Social Work or related field; a minimum of three (3) years of experience in a specialized or related field; must be able to maintain confidentiality at all times; must exhibit good leadership skills in working with staff and client associated with CFSA programs; good oral and written skills
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.